

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

July 9, 2008

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TITLE:	Financial Specialist
POSITION NO:	00724
LOCATION:	Public Health & Safety Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MPEA
PAY GRADE:	Pay Plan 20, Pay Band 5
STARTING SALARY:	\$28,139 - \$35,174 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, July 23, 2008.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: A resume is required at time of application. Also a Normal User Test for Excel 2003 and Word 2003 must be submitted at time of application. Tests are offered through Job Service and must be dated within the last six months.

TYPICAL DUTIES: This position is responsible for implementing, and monitoring the Family Community Health Bureau (FCHB) budget and related fiscal operations to ensure adequate support for current and planned program operations; maintaining bureau compliance with state and federal regulations, and ensuring continued efficient program operations; developing, implementing, and monitoring grants to ensure the proper accounting of federal funds and compliance with contract and grant requirements, federal guidelines, and accounting principles; and monitoring and administering procurement activities to maintain adequate fiscal controls in compliance with state and federal requirements. The FCHB administers approximately \$19 million federal funds and \$2 million in state funds.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of the concepts and theories of governmental budgeting and accounting; State of Montana budget procedures; Generally Accepted Accounting Principles (GAAP); federal grant procedures; auditing methods and techniques; past and anticipated program service levels and current program trends and issues; automated budgeting and fiscal system development and implementation; the department's funding and accounting structure; contract administration; programmatic and fiscal aspects of federal and state programs; grant administration; project requirements; state and federal procurement laws and regulations; public administration; and federal financial reporting requirements.

Skills: Skill in problem-solving techniques; system analysis and design procedures; mathematical and statistical analysis; management of resources through various automated systems; work planning; delegation; data collection and analysis; fiscal projection and program budgeting; operation of a personal computer using programs, such as Excel to create budget/accounting spreadsheets; and State of Montana electronic accounting systems (e.g.) Statewide Accounting, Budgeting and Human Resources System (SABHRS), Purchasing Entry Receiving Query System (PERQS), and Agency Wide Accounting Client Systems (AWACS).

Abilities: Ability to fulfill the job requirements or demonstrate an ability to transfer knowledge and skills from their education and/or experience so as to fulfill the position's job requirements; and to create spreadsheets and use multiple electronic accounting systems.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in accounting, finance, business, economics, or a related field with significant course work in public accounting **AND** one to two years of progressively responsible government accounting and budgeting experience including accounting/budgeting system development and grant and contract administrative experience. Relevant work experience may substitute for the formal education on a year-for-year basis. Other equivalent combinations of education and experience will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of

- eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604;
 4. Resume; and
 5. Normal User Excel 2003 and Word 2003 test from Job Service.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

